

A.D.1.11, Access to Public Meetings in a Correctional Facility
Prepared for signature 1/13/97 - effective 2/21/97

1. Policy. The Department of Correction may provide access to correctional facilities by individuals requesting to attend public meetings conducted within such facilities.

2. Authority and Reference.

- A. Connecticut General Statutes Sections 1-7, 1-18(a), 4-179 and 18-81.
 - B. Administrative Directive 6.6, Reporting of Incidents.

3. Definitions. For the purposes stated herein, the following definition applies:

Public Meeting. A hearing or other proceeding of a public agency, a convening or assembly of a quorum of a multi member public agency, and a communication by or to a quorum of a multi member public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power; not to include a meeting of a personnel search committee for executive level employment candidates, any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; communication limited to notice of meetings of any public agency or the agendas thereof; and any Department of Correction hearing regarding classification, discipline, restrictive status and/or other similar hearing.

The term "public meeting" shall not include any meeting, hearing or proceeding of any kind conducted by or involving Department of Correction staff members unless public attendance is required pursuant to the Freedom of Information Act, General Statutes section 1-7, et seq.

4. General Provisions. An individual may be authorized to enter a correctional facility to attend a Public Meeting, provided that the individual meets all reasonable security measures of the agency, as set forth below. Such admission may be authorized by the Facility Administrator upon application and satisfactory compliance with all Department of Correction requirements relating to safety and security.

- A. Application. An individual applying for admission to a correctional facility to attend a Public Meeting shall submit their name and date of birth in writing to the Facility Administrator. Such individual shall also provide an address and telephone number for contact and verification purposes. The request must be received by the Facility

Administrator not less than two (2) business days in advance of the hearing date.

- B. Identification and Inspection. Upon arrival at an institution, an individual authorized to enter the facility to attend a Public Meeting shall provide proper identification to include a driver's license or similar valid photo identification card. Prior to entry into the secure area of the facility the individual shall be subject to a visual and electronic search. Articles in an individual's possession shall be examined prior to admission and may be required to be left outside the secured area of the facility.
- C. Age Limits. An individual under the age of 18 years shall not be permitted to enter the secure area of the facility without the consent of the individual's parent or legal guardian, and shall be accompanied by the parent or guardian.
- D. Denial of Access. An individual may be denied access to a correctional facility:
 - 1. upon failure or refusal to comply with all admission requirements;
 - 2. when a security background check or other information gives the Facility Administrator reason to believe that admission would jeopardize safety, order or security;
 - 3. when it would interfere with legitimate penological objectives; and/or
 - 4. where extraordinary security requirements or space limitations prohibit consideration.

Such denial shall be reported in accordance with Administrative Directive 6.6, Reporting of Incidents, and if related to a Public Meeting shall be reported to any other affected agency or board as appropriate.

- E. Removal. An individual may be allowed to attend and remain at a parole hearing provided all rules of conduct are complied with. Failure to observe posted rules or the instructions of the Department, may result in immediate removal from the hearing.
5. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.